

**I-1**  
**WASHINGTON STATE**  
**EMERGENCY OPERATION CENTER**  
**CHECKLIST**

POSITION: **AMERICAN RED CROSS (ARC) LIAISON**

**GENERAL DESCRIPTION OF RESPONSIBILITIES:**

Responsible for overseeing the activities of American Red Cross (ARC) during an emergency. To provide guidance to local chapters of the of the ARC for services to meet human needs with Emergency Congregate Care, Emergency Individual Assistance and Assistance Centers located in the Counties.

**ACTION ITEMS:**

- ( ) Report to the State Emergency Operations Center (EOC) Administration Section Supervisor. Report extension phone number to the EOC switchboard operator. Begin an individual log of actions taken during the emergency.
- ( ) Receive notification of any evacuation activities from the EOC Operations Section or the EOC Supervisor.
- ( ) Coordinate with ARC representatives in the County(s) EOC.
- ( ) Coordinate congregate care centers to house evacuees for at least three to five days.
- ( ) Ensure adequate ARC personnel coverage for assistance center(s) and congregate care center(s) operations in support of evacuation as outlined in the state and county procedures, and that all personnel report to their duty stations.
- ( ) Coordinate the following services are at each congregate care (emergency shelter) center and Assistance Center:
  - a. Management of the shelter/center
  - b. Lodging (shelter and bedding)
  - c. Registration and inquiry service
  - d. Limited health or first aid care
  - e. Meals for evacuees and workers
  - f. Clothing (if applicable)
- ( ) Provide significant activities information to the Operations Section Supervisor for action if necessary.

- ( ) Request assistance from the Logistic Section Supervisor for additional resources (staffing, supplies, equipment, etc.) when the local chapters or county EOC(s) are beyond their capabilities to provide the normal requirements for support and continued operation at the congregate care or assistance center(s).
- ( ) Ensure the following services are coordinated at each assistance center for a period of at least 12 to 18 hours:
  - a. Meal service for workers
  - b. Registration and inquiry service for evacuees
  - c. Limited health care
  - d. Clothing (if applicable)
- ( ) Ensure ARC personnel develop a disaster welfare inquiry list at all center(s), to provide assistance to evacuee(s) family members.
- ( ) Acquire approximate numbers of evacuee(s) reporting to the congregate care and assistance center(s) and provide this information to the Operations Section Supervisor and assist in posting status displays.
- ( ) When the shelter(s), congregate care and assistance center(s) are no longer required, notify the Operations Supervisor and EOC Supervisor.
- ( ) The closure of all center(s) will be accomplished in accordance with the agreed upon Recovery and Restoration plans as coordinated between the state and county decision makers.
- ( ) When ARC services are terminated by the Assistant Director for Emergency Management, notify all ARC personnel.
- ( ) Ensure that your individual log entries is up to date and turn over logs to the EOC Supervisor at the completion of the emergency or exercise.

**I-2**  
**WASHINGTON STATE**  
**EMERGENCY OPERATION CENTER**  
**CHECKLIST**

**POSITION: WASHINGTON STATE PATROL (WSP) LIAISON**

**GENERAL DESCRIPTION OF RESPONSIBILITIES:**

- Providing liaison staffing at the State Emergency Operation Center (EOC) in support of a response to EOC activations for emergencies and major disasters.
- Providing law enforcement guidance and support to other state agencies and local jurisdictions.
- Maintaining equipment/publications/maps/etc., as determined by the WSP Supervisor, at the EOC for use by the WSP Liaison.
- Works within the EOC in concert with other state agencies to ensure an effective/coordinated response.

**ACTION ITEMS:**

- ( ) Report to the State EOC Administration Section Supervisor and begin operational activities.
- ( ) Check in with the EOC Switchboard Operator.
- ( ) Maintain a log of events.
- ( ) Use the WSP Emergency Operations Procedures as appropriate.
- ( ) Designate a person from WSP to serve on the Recovery/Restoration Task Force (if established).
- ( ) Provide for 24 hour Liaison EOC staffing if necessary.
- ( ) Provide copies of logs/critical documents for record keeping to the Operations Section Supervisor at the termination of the response.



**I-3**  
**WASHINGTON STATE**  
**EMERGENCY OPERATION CENTER**  
**CHECKLIST**

POSITION: **DEPARTMENT OF TRANSPORTATION (WSDOT) LIAISON**

**GENERAL DESCRIPTION OF RESPONSIBILITIES:**

- Provides WSDOT primary and alternate liaison as necessary to the Washington State Emergency Operation Center (EOC) in support of a response to EOC activations for emergencies and major disasters.
- Operates under the guidelines/regulations/training prescribed by the WSDOT Secretary.
- Maintains equipment/publications/maps as determined by WSDOT Secretary at the EOC to support emergency operations.
- Works within the EOC in concert with other state agencies to ensure an effective/coordinated response.

**ACTION ITEMS:**

- ( ) Report to the State EOC Administration Section Supervisor and begin operational activities.
- ( ) Check in with the EOC switchboard operator.
- ( ) Maintain a log of events.
- ( ) Use the WSDOT Emergency Operating Procedures as appropriate.
- ( ) Designate a person from WSDOT to serve on the Recovery/Restoration Task Force (if established).
- ( ) Ensure your relief is designated for sustained/extended response.
- ( ) Provide copies of logs/critical documents for record keeping to the Operations Section Supervisor at the termination of the response.



**I-4**  
**WASHINGTON STATE**  
**EMERGENCY OPERATION CENTER**  
**CHECKLIST**

**POSITION: DEPARTMENT OF HEALTH (DOH) LIAISON**

**GENERAL DESCRIPTION OF RESPONSIBILITIES:**

- Providing liaison staffing at the State Emergency Operation Center (EOC) in support of a response to EOC activations for emergencies and major disaster.
- Providing guidance on health issues and support to other state agencies and local jurisdictions.
- Maintaining equipment/publications/maps/etc, as determined by the DOH Supervisor at the EOC for use by the DOH Liaison.
- Works within the EOC in concert with other state agencies to ensure an effective/coordinated response.

**ACTION ITEMS:**

- ( ) Report to the State EOC Administration Section Supervisor and begin operational activities.
- ( ) Check in with the EOC Switchboard Operator.
- ( ) Maintain a log of events.
- ( ) Use the DOH Emergency Operations Procedures as appropriate.
- ( ) If this is a fixed facility event, refer to your department's fixed facility hazards procedures.
- ( ) Designate a person from DOH (usually the State Health Officer) to serve on the Recovery/Restoration Task Force (if established).
- ( ) Provide for 24 hour Liaison EOC staffing if necessary.
- ( ) Provide copies of logs/critical documents for record keeping to the Operations Section Supervisor at the termination of the response.



**I-5**  
**WASHINGTON STATE**  
**EMERGENCY OPERATION CENTER**  
**CHECKLIST**

**POSITION: WASHINGTON STATE DEPARTMENT OF AGRICULTURE (DOA) LIAISON**

**GENERAL DESCRIPTION OF RESPONSIBILITIES:**

- Providing liaison staffing at the state Emergency Operation Center (EOC) in support of a response to EOC activations for emergencies and major disasters.
- Providing guidance for agricultural issues and support to other state agencies and local jurisdictions.
- Maintaining equipment/publications/maps/etc., as determined by the DOA Director, at the EOC for use by the DOA Liaison.
- Works within the EOC in concert with other state agencies to ensure an effective/coordinated response.

**ACTION ITEMS:**

- ( ) Report to the State EOC Administration Section Supervisor and begin operational activities.
- ( ) Check in with the EOC Switchboard Operator.
- ( ) Maintain a log of events.
- ( ) Use the DOA Emergency Operations Procedures as appropriate.
- ( ) Designate a person from DOA to serve on the Recover/Restoration Task Force (if established)
- ( ) Provide for 24 hour Liaison EOC staffing if necessary.
- ( ) Provide copies of logs/critical documents for record keeping to the Operations Section Supervisor at the termination of the response.



**I-6a**  
**WASHINGTON STATE**  
**EMERGENCY OPERATION CENTER**  
**CHECKLIST**

POSITION: **UTILITIES & TRANSPORTATION COMMISSION (UTC) LIAISON (OPS)**

**GENERAL DESCRIPTION OF RESPONSIBILITIES:**

- Provides UTC primary and alternate liaisons as necessary to the Washington State Emergency Operation Center (EOC) in support of a response to EOC activations for emergencies and a major disaster.
- Operates under the guidelines/regulations/training prescribed by the UTC Director.
- Maintains equipment/publications/maps etc., as determined by UTC Director, at the EOC to support emergency operations.
- Work with the Operations Section Staff in concert with other state agencies to coordinate the restoration of utility and transportation systems under the jurisdiction of UTC.

**ACTION ITEMS:**

- ( ) Report to the State EOC Administration Section Supervisor and begin operational activities within the Operations Section.
- ( ) Check in with the EOC Switchboard Operator.
- ( ) Maintain a log of events.
- ( ) Refer to UTC reference documents/procedures for guidance/direction.
- ( ) Ensure your relief is designated for sustained/extended response.
- ( ) Provide copies of logs/critical documents for record keeping to the Operations Section Supervisor at the termination of the response.



**I-6b**  
**WASHINGTON STATE**  
**EMERGENCY OPERATION CENTER**  
**CHECKLIST**

**POSITION: UTILITIES & TRANSPORTATION COMMISSION (UTC) LIAISON TO IAP SECTION**

**GENERAL DESCRIPTION OF RESPONSIBILITIES:**

- Provides UTC primary and alternate liaisons as necessary to the Washington State Emergency Operation Center (EOC) in support of a response to EOC activations for emergencies and a major disaster.
- Operates under the guidelines/regulations/training prescribed by the UTC Director.
- Maintains equipment/publications/maps etc., as determined by UTC Director, at the EOC to support emergency operations.
- Work with the Plans Section Staff in concert with other state agencies to coordinate the restoration of utility and transportation systems under the jurisdiction of UTC.

**ACTION ITEMS:**

- ( ) Report to the State EOC Administration Section Supervisor and begin operational activities within the IAP Section.
- ( ) Check in with the EOC Switchboard Operator.
- ( ) Maintain a log of events.
- ( ) Refer to UTC reference documents/procedures for guidance/direction.
- ( ) Ensure your relief is designated for sustained/extended response.
- ( ) Provide copies of logs/critical documents for record keeping to the IAP Section Supervisor at the termination of the response.



**I-7a**  
**WASHINGTON STATE**  
**EMERGENCY OPERATION CENTER**  
**CHECKLIST**

POSITION: **ENERGY FACILITY SITING EVALUATION COUNCIL (EFSEC)**  
**REPRESENTATIVE TO THE EXECUTIVE SECTION**

**GENERAL DESCRIPTION OF RESPONSIBILITIES:**

- Providing liaison staffing at the State Emergency Operation Center (EOC) in support of a response to major Fixed Nuclear Facility emergency affecting the State of Washington.
- Upon request, providing a State Liaison Officer (SLO) to serve at affected facilities' Emergency Operations Facility (EOF) or Emergency Operations Center (EOC).
- Maintaining equipment/publications/maps/checklists etc. as determined by the EFSEC Chair for use by the EFSEC Liaison.
- Works within the EOC's Executive Section in concert with other state agencies to ensure an effective/coordinated support/response in coordination with the Disaster Manager.

**ACTION ITEMS:**

When notified by Emergency Management:

- ( ) Report to the State EOC Administration Section Supervisor and begin operational activities within the Executive Section.
- ( ) Check in with the EOC Switchboard Operator.
- ( ) Ensure a log of events is maintained.
- ( ) Use the EFSEC Procedures for guidance on activities.
- ( ) Provide for 24 hour Liaison EOC staffing to Executive and Plans Sections, if necessary.
- ( ) Provide copies of logs/critical documents for record keeping to the Disaster Manager at the termination of the response.



**I-7b**  
**WASHINGTON STATE**  
**EMERGENCY OPERATION CENTER**  
**CHECKLIST**

POSITION: **ENERGY FACILITY SITING EVALUATION COUNCIL (EFSEC)**  
**REPRESENTATIVE TO THE IAP SECTION**

**GENERAL DESCRIPTION OF RESPONSIBILITIES:**

- Providing liaison staffing at the State Emergency Operation Center (EOC) in support of a response to major Fixed Nuclear Facility emergencies affecting the State of Washington.
- Maintaining equipment/publications/maps/checklists etc. as determined by the EFSEC Chair for use by the EFSEC Liaison.
- Works with the EOC's IAP Section in concert with other state agencies to ensure an effective/coordinated support/response in coordination with the IAP Section Supervisor.

**ACTION ITEMS:**

When notified by Emergency Management:

- ( ) Report to the State EOC Administration Section Supervisor and begin operational activities within the IAP Section.
- ( ) Check in with the EOC Switchboard Operator.
- ( ) Maintain a log of events.
- ( ) Refer to the EFSEC Procedures for guidance on activities.
- ( ) Provide for 24 hour Liaison EOC staffing to Executive and IAP Sections, if necessary.
- ( ) Provide copies of logs/critical documents for record keeping to the IAP Supervisor at the termination of the response.



**I-8**  
**WASHINGTON STATE**  
**EMERGENCY OPERATION CENTER**  
**CHECKLIST**

POSITION: **DEPARTMENT OF NATURAL RESOURCES (DNR) LIAISON (OPS)**

**GENERAL DESCRIPTION OF RESPONSIBILITIES:**

- Provides DNR primary and alternate liaisons as necessary to the Washington State Emergency Operation Center (EOC) in support of a response to EOC activations for emergencies or a major disaster.
- Operates under the guidelines/regulations/training prescribed by the DNR Director.
- Maintains equipment/publications/maps/checklists etc., as determined by DNR Director, at the EOC to support emergency operations.
- Work with the Operations Section Staff in concert with other state agencies to coordinate the response to disasters, i.e.; a major fire affecting state land, earthquake or flood effecting DNR controlled areas/buildings.

**ACTION ITEMS:**

- ( ) Report to the State EOC Administration Section Supervisor and begin operational activities within the Operations Section.
- ( ) Check in with the EOC Switchboard Operator.
- ( ) Maintain a log of events.
- ( ) Refer to DNR reference documents/procedures for guidance/direction.
- ( ) Ensure your relief is designated for sustained/extended response.
- ( ) Provide copies of logs/critical documents for record keeping to the Operations Section Supervisor at the termination of the response.



**I-9**  
**WASHINGTON STATE**  
**EMERGENCY OPERATION CENTER**  
**CHECKLIST**

POSITION: **DEPARTMENT OF LABOR & INDUSTRIES (L&I) LIAISON to IAP SECTION**

**GENERAL DESCRIPTION OF RESPONSIBILITIES:**

- Providing liaison staffing, if requested by Emergency Management, at the State Emergency Operation Center (EOC) in support of a response to EOC activations for emergencies or major disasters.
- Providing guidance and technical support to other state agencies and local jurisdictions on safety standard under emergency response/reentry/restoration conditions.
- Maintaining equipment/publications/maps/etc. at the EOC as determined by the Director of L&I for use by the L&I Liaison.
- Works with the EOC's IAP Section in concert with other state agencies to ensure an effective/coordinated support/response in coordination with the IAP Section Supervisor.

**ACTION ITEMS:**

If requested by Emergency Management to accomplish the following:

- ( ) Report to the State EOC Administration Section Supervisor and begin operational activities within the IAP Section.
- ( ) Check in with the EOC Switchboard Operator.
- ( ) Maintain a log of events.
- ( ) Refer to the L&I Emergency Operations Procedures for guidance on activities.
- ( ) Provide for 24 hour Liaison EOC staffing if necessary.
- ( ) Provide copies of logs/critical documents for record keeping to the IAP Section Supervisor at the termination of the response.



**I-10**  
**WASHINGTON STATE**  
**EMERGENCY OPERATION CENTER**  
**CHECKLIST**

**POSITION: DEPARTMENT OF FISH & WILDLIFE (F&W) LIAISON (OPS)**

**GENERAL DESCRIPTION OF RESPONSIBILITIES:**

- Providing liaison staffing, if requested by Emergency Management Division, at the State Emergency Operation Center (EOC) in support of a response to EOC activations for emergencies or major disasters.
- Providing guidance and resource support to other state agencies and local jurisdictions for emergency response/reentry/restoration conditions.
- Maintaining equipment/publications/maps/etc. as determined by the Director of F&W for use by the F&W Liaison.
- Works within the EOC's Operations Section in concert with other state agencies to ensure an effective/coordinated support/response in coordination with the Operations Section Supervisor.

**ACTION ITEMS:**

If requested by Emergency Management accomplish the following:

- ( ) Report to the State EOC Administration Section Supervisor.
- ( ) Check in with the EOC Switchboard Operator.
- ( ) Maintain a log of events.
- ( ) Refer to the F&W Emergency Operations Procedures for guidance.
- ( ) Designate a person from F&W to serve on the Recovery Restoration Task Force (if established).
- ( ) Provide for 24 hour Liaison EOC staffing if necessary.



**I-11**  
**WASHINGTON STATE**  
**EMERGENCY OPERATION CENTER**  
**CHECKLIST**

POSITION: **PARKS & RECREATION (P&R) COMMISSION LIAISON (OPS)**

**GENERAL DESCRIPTION OF RESPONSIBILITIES:**

- Providing liaison staffing, if requested by Emergency Management Division, at the State Emergency Operation Center (EOC) in support of a response to EOC activations for emergencies or major disasters.
- Providing guidance and resource support to other state agencies and local jurisdictions for emergency response, recovery and restoration conditions at state recreational areas.
- Maintaining equipment/publications/maps/etc. as determined by the Commissioner of P&R for use by the P&R Liaison.
- Works with the EOC's Operation Section in concert with other state agencies to ensure an effective/coordinated support/response in coordination with the Operations Section Supervisor.

**ACTION ITEMS:**

If requested by Emergency Management accomplish the following:

- ( ) Report to the State EOC Administration Section Supervisor and begin operational activities.
- ( ) Check in with the EOC Switchboard Operator.
- ( ) Maintain a log of events.
- ( ) Refer to the P&R Emergency Operations Procedures for guidance and direction.
- ( ) Provide for 24 hour Liaison EOC staffing if necessary.
- ( ) Provide copies of logs/critical documents for record keeping to the Operations Section Supervisor at the termination of the response.



**I-12**  
**WASHINGTON STATE**  
**EMERGENCY OPERATION CENTER**  
**CHECKLIST**

**POSITION: DEPARTMENT OF ECOLOGY (ECOL) LIAISON TO PLANS SECTION**

**GENERAL DESCRIPTION OF RESPONSIBILITIES:**

- Providing liaison staffing, if requested by Emergency Management, at the State Emergency Operation Center (EOC) in support of a response to EOC activations for emergencies or major disasters.
- Providing guidance and resource support to other state agencies and local jurisdictions for emergency response /reentry/restoration conditions.
- Maintaining equipment/publications/maps/etc. as determined by the Director of Ecology at the EOC for use by the Ecology Liaison.
- Works with the EOC's IAP Section in concert with other state agencies to ensure an effective/coordinated support/response in coordination with the IAP Section Supervisor.

**ACTION ITEMS:**

If requested by Emergency Management accomplish the following:

- ( ) Report to the State EOC Administration Section Supervisor and begin operational activities within the IAP Section.
- ( ) Check in with the EOC Switchboard Operator.
- ( ) Maintain a log of events.
- ( ) Refer to the Ecology's emergency operations procedures, and regulations for guidance.
- ( ) Provide for 24 hour and/or additional Ecology Liaison EOC staffing if necessary.
- ( ) Provide copies of logs/critical documents for record keeping to the IAP Supervisor at the termination of the response.



**I-13**  
**WASHINGTON STATE**  
**EMERGENCY OPERATION CENTER**  
**CHECKLIST**

POSITION: **FACILITY REPRESENTATIVE (FAC REP) FROM THE POWER PLANT AS LIAISON (PLANS)**

**GENERAL DESCRIPTION OF RESPONSIBILITIES:**

- Providing affected facility liaison staffing at the State Emergency Operation Center (EOC) in support of a response to major Fixed Nuclear Facility emergency affecting the State of Washington.
- Maintaining equipment/publications/maps/checklists etc. as determined by the Facility Planning for use by the Fac. Rep. Liaison.
- Serve as a translator of technical terms and as the expert on plant systems and overall response activities for the IAP Section

**ACTION ITEMS:**

When notified by Emergency Management:

- ( ) Report to the State EOC Administration Section Supervisor and begin operational activities within the IAP Section.
- ( ) Check in with the EOC Switchboard Operator.
- ( ) Maintain a log of events.
- ( ) Refer to the CGS or U. S. DOE-RL Plan and Procedures for guidance and supporting documents.
- ( ) Establish communication with staff at the Facility EOF or EOC.
- ( ) Establish what started the event.
- ( ) Report any problems with the technical information net to the Off-Site Agency Coordinator by the Technical Support Center for resolutions.
- ( ) Verify pertinent data posted on EOC data displays and assist in maintaining the plant status displays.

- ( ) Utilize information provided by the Facility EOF or EOC staff to update key EOC staff members; provide explanations, where appropriate, on power plant actions and recommendations; and provide EOC briefings as requested, in as non-technical and acronym free terminology as possible on such topics as:
  - a. Meteorological and Radiological Conditions.
  - b. Plant Conditions and Prognosis.
  - c. Utility Emergency Response.
  - d. Emergency Classification Level and Protective Action Recommendations.
  - e. Other topics as requested by the EOC IAP Section Supervisor.
- ( ) Refer any requests for media information briefings or interviews to the Joint Information Center (JIC).
- ( ) Assist EOC staff members with interpretation or confirmation of data received from other sources, to be alert for their use of unverified data, and resolve any data conflicts where possible.
- ( ) Be prepared to inform the EOF/EOC staff, normally the Off-Site Agency Coordinator or Technical Support Center, of response actions being directed by the EOC and of the current status of supporting organizations.
- ( ) Monitor protective action decision making and implementation, and inform the Off-Site Agency Coordinator or Technical Support Center immediately if it appears actions being taken may vary from those recommended by the utility.
- ( ) Upon shift change, fully brief relief on responsibilities, duties, and current status.
- ( ) Upon shift change or termination of the emergency or exercise:
  - a. Prepare an individual after-action report.
  - b. Deliver after-action reports and status board logs to Off-Site Agency Coordinator, The Technical Support Center, and the EOC IAP Section Supervisor.

**I-14**  
**WASHINGTON STATE**  
**EMERGENCY OPERATION CENTER**  
**CHECKLIST**

**POSITION: FIRE SERVICES DIVISION (FS) LIAISON (OPS)**

**GENERAL DESCRIPTION OF RESPONSIBILITIES:**

- Provides FS primary and alternate liaisons as necessary to the Washington State Emergency Operation Center (EOC) in support of a response to EOC activations for emergencies or a major disaster.
- Operates under the guidelines/regulations/training prescribed by the Assistant Director (AD) of Fire Services Division.
- Maintains equipment/publications/maps/checklists etc., as determined by AD for FS, at the EOC to support emergency operations.
- Work with the Operations Section Staff in concert with other state agencies to coordinate the response to EOC activations for emergencies or major disasters, i.e.; as the lead response agency for major fires, and as a support agency other hazards.

**ACTION ITEMS:**

- ( ) Report to the State EOC Administration Section Supervisor and begin operational activities within the Operations Section.
- ( ) Check in with the EOC Switchboard Operator.
- ( ) Maintain a log of events.
- ( ) Refer to FS reference documents/procedures for guidance/direction.
- ( ) Ensure your relief is designated for sustained/extended response.
- ( ) Provide copies of logs/critical documents for record keeping to the Operations Section Supervisor at the termination of the response.



**I-15**  
**WASHINGTON STATE**  
**EMERGENCY OPERATION CENTER**  
**CHECKLIST**

POSITION: **GENERAL ADMINISTRATION (GA) LIAISON (LOG)**

**GENERAL DESCRIPTION OF RESPONSIBILITIES:**

- Provides GA primary and alternate liaisons as necessary to the Washington State Emergency Operation Center (EOC) in support of a response to EOC activations for emergencies or a major disaster.
- Operates under the guidelines/regulations/training prescribed by the GA Director.
- Maintains equipment/publications/maps/checklists etc., as determined by GA Director, at the EOC to support emergency operations.
- Work with the Logistics Coordinator Staff in concert with other state agencies to coordinate the response to disasters as the lead response agency for the:
  - a. Acquisition of additional office space.
  - b. Providing food for mass feeding.
  - c. Ensuring a disaster food supply.
  - d. Contracting of services.

**ACTION ITEMS:**

- ( ) Report to the State EOC Administration Section Supervisor and begin operational activities with the Logistics Coordinator.
- ( ) Check in with the EOC Switchboard Operator.
- ( ) Maintain a log of events.
- ( ) Refer to GA reference documents/procedures for guidance/direction.
- ( ) Ensure your relief is designated for sustained/extended response.
- ( ) Provide copies of logs/critical documents for record keeping to the Logistics Coordinator at the termination of the response.



**I-16**  
**WASHINGTON STATE**  
**EMERGENCY OPERATION CENTER**  
**CHECKLIST**

POSITION: **WASHINGTON NATIONAL GUARD (WNG) LIAISON TO OPERATIONS SECTION.**

**GENERAL DESCRIPTION OF RESPONSIBILITIES:**

- Provides WNG primary and alternate liaison as necessary to the Washington State Emergency Operation Center (EOC) in support of a response to EOC activations for emergencies or major disasters.
- Operates under the guidelines/regulations/training prescribed by The Adjutant General (TAG) of the WNG.
- Maintains equipment/publications/maps/etc., as determined by TAG, at the EOC to support emergency operations.
- Works with the Operations Section Staff in concert with other response agencies to coordinate the response to disasters, such as floods, earthquakes, major chemical spills, etc.

**ACTION ITEMS:**

- ( ) Report to the State EOC Administration Section Supervisor and begin operational activities within the Operations Section. Check in with the EOC Supervisor if this is initial response or WNG staff if relieving.
- ( ) Check in with the EOC Switchboard Operator.
- ( ) Maintain a log of events.
- ( ) Ensure relief is designated for sustained/extended operations.
- ( ) Provide copies of logs/critical documents for record keeping to the EOC Supervisor at the termination of the response.